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**Republic** of **Liberia**

**National Investment Commission (NIC)**

**M&E Professional Building/ UN Drive Monrovia, Liberia**



**Invitation for Bids [IFB]**

**For**

**Procurement of Air Ticket for Foreign Travel**

National Competitive Bidding

**IFB No:**   **NIC/AfDB/SAPZ/NCB/002/’24**

**Purchaser:** **National Investment Commission**

**Project:** **Special Agro-Industrial Processing Zone**

**Contract title:** **Procurement of Air Ticket for Foreign Travel**

**Procurement Method:** **National Competitive Bidding**

**Issued on:**  **May 27, 2024**

1. The Government of Liberia through the National Investment Commission has received funding from the African Development Bank (AfDB) hereinafter called the Bank and intends to apply part of the proceeds toward the cost of procuring Air tickets for foreign travel for SAPZ project. The Borrower shall process the payments using the Direct Payment disbursement method, as defined in the Bank’s Disbursement Guidelines and procedures for Investment Project Financing, except for those payments, which the contract provides to be made through letter of credit.

**Schedule of Requirement**

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| **No.** | **Description** |
| **1.** | **Provision of the Following Ticketing Services:**   * **One way** * **Round Trip** * **Multiple Trips**   **For both Individual and Group** |
| **2.** | **The provision of Foreign (International) Travel services which include; Hotel Accommodations, Ground transportation and Air Tickets for Project Staff outside Liberia.** |

1. The National Investment Commission now invites sealed Bids from eligible and qualified Bidders for provision of Foreign Travel Management Services as indicated in the Schedule of Requirement stated above.
2. Bidding will be conducted through the National Competitive Bidding (NCB) method as specified in Section 48 of the Public Procurement and Concession Act of 2010 (PPCA) beginning **May 27, 2024** and is open to all eligible bidders as defined in the Procurement Framework.
3. Interested eligible Bidders may obtain further information from the Project Implementation Unit at the National Investment Commission (NIC) through the office of Mr. Andrew Anderson, Project Coordinator, Email: [aanderson2024@gmail.com](about:blank) or Mr. Boimah Gibson, Procurement Officer, Email: [boimahgibson@gmail.com](about:blank) and inspect the bidding document during office hours from **9:00AM to 4:00PM hours GMT** at the address given below.
4. The bidding document in English may be obtained by interested eligible Bidders at a non-refundable fee of USD 50.00 from the address below. **The Qualification and Evaluation criteria are captured in Bid Documents**
5. Prospective Bidders are invited to attend a Pre-Bid Conference on **Monday June 10, 2024 at 2:00 PM** in the Conference Room on 1st Floor of the National Investment Commission.
6. Bids must be delivered to the address below on or before **2:00 PM. On June 24, 2024**. Electronic Bidding will not be permitted. Late Bids will be rejected. Bids will be publicly opened in the presence of the Bidders’ designated representatives and anyone who chooses to attend.

1. All Bids must be accompanied by a “Bid-Securing Declaration,” form found on Page 48 of the Bid Document.

The address referred to below is:

**Attention: Andrew Anderson (Project Coordinator)**

**National Investment Commission**

**Special Agro Industrial Processing Zone (SAPZ) Project**

**Project Implementation Unit (PIU)**

**P.O. Box 9043, UN Drive**

**1000 Monrovia 10 Liberia**

**Email:** [**aanderson2024@gmail.com**](about:blank) **or** [**boimahgibson@gmail.com**](about:blank)

**Tel: +231-770120493/+231-886-976983/+231-888-409194**